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**EXECUTIVE, ADMINISTRATIVE, PROFESSIONAL EXEMPTION
QUICK CHECKLIST**

The following general guidelines are a quick guide to identify possible executive, administrative and professional exemptions.

EXECUTIVE

1. Primary duty consists of management.
2. Salary of not less than \$250 week.
3. Supervises 2 or more employees.
4. For retail/service exempt duties 60% of hours worked.

ADMINISTRATIVE

1. Primary duties consist of non-manual work related to management policies or general business operations; administration of an educational institution.
2. Salary not less than \$250 a week.
3. For retail/service exempt duties 60% of hours worked.

PROFESSIONAL

1. Primary duties consist of any of the following;
 - a) Work in a field of science or learning that requires knowledge acquired by a prolonged course of specialized instruction.
 - b) Work in a recognized field of artistic endeavor that depends on the talent of the employee.
 - c) Work in an educational institution as a teacher, tutor, instructor or lecturer.
2. Salary of not less than \$250 week.

SALARY: means payment of a fixed amount not subject to reduction because of variations in the quantity or quality of work performed. (Certain exceptions apply)

FEE: means a fixed amount for a service provided or job completed regardless of time required for completion.

COMPENSATION: means payment on an hourly, salary or fee basis.